

File No.: 04-1000-20-2025-770

November 27, 2025

s.22(1)

Dear s.22(1)

Re: **Request for Access to Records under the Freedom of Information and Protection of Privacy Act (the “Act”)**

I am responding to your request of October 15, 2025 under the ***Freedom of Information and Protection of Privacy Act*** for:

Records related to Vancouver's TRPP Bulletin:

- Procedure used to update the TRPP Bulletin, and a list of the templates/forms used to do so; and
- Procedure required to update www.vancouver.ca website with a new TRPP Bulletin.

Date range: April 12, 2025 to October 14, 2025.

All responsive records* are attached.

*Please note that Housing Policy & Regulation staff have advised our office that the attached records were created specifically in response to this access request, as no formal procedural documents exist for the procedures referenced in your request.

Under Part 5 of the Act, you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your FOI request by writing to: Office of the Information & Privacy Commissioner, info@oipc.bc.ca or by phoning 250-387-5629.

If you request a review, please provide the Commissioner's office with: 1) the request number (2025-770); 2) a copy of this letter; 3) a copy of your original request; and 4) detailed reasons why you are seeking the review.

Yours truly,

[Signed by Cobi Falconer]

Cobi Falconer, MAS, MLIS, CIPP/C
Director, Access to Information & Privacy

If you have any questions, please email us at foi@vancouver.ca and we will respond to you as soon as possible. You may also contact 3-1-1 (604-873-7000) if you require accommodation or do not have access to email.

Encl. (Response Package)

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Procedure used to update the TRPP Bulletin

- Determine need for TRPP Bulletin update:
 - When an issue is raised, Housing staff discuss the issue internally and determine how best to address the issue, and whether a bulletin or policy change is required.
 - A bulletin update may also be needed when a new policy or plan are approved by Council with impacts on TRPP (e.g. adoption of the Rupert & Renfrew Plan with enhanced TRPP protections)
 - A bulletin update typically includes review and analysis of the scale and scope of impact to date, identification of likelihood of the issue to affect future applications, and may include consultation with stakeholders (as needed).
- Once a bulletin change is deemed to be warranted by staff:
 - New language is drafted by staff (including analysts, planners, senior planners, assistant director and/or director of Housing Policy and Regulation)
 - A draft is approved by the assistant director and/or director of Housing Policy and Regulation
 - The approved draft is submitted for an internal Policy, Regulations and Process review to ensure that language and formatting of the changes is consistent with City standards
 - A final draft is approved by the Director of Planning.
 - The date of DoP approval is added to the front page of the document as the "last amended" version.
 - After this date, wording and format may not be changed without going through the same approvals process as above.

A list of the templates/forms used to do so

- No forms, templates or documents are involved in order to make a change to the bulletin
 - Forms and templates required for implementation will be changed from time to time to reflect bulletin changes after they are made (and as needed), to clarify expectations of applicants, and/or to facilitate more effective staff review or data collection.

Procedure required to update www.vancouver.ca website with a new TRPP Bulletin.

- The Policy, Regulations and Process (PRP) team makes a request to IT through the department's ticketing system to publish the documents to the website's documents library, and to post a short notice of the change on the [Amendments to zoning and land use documents](#) webpage.
- Housing staff sends a request to IT to update the [TRPP website](#) with a summary of the bulletin changes to be added at the top of the public TRPP webpage and any consequential changes (e.g. dates) to all three TRPP webpages.